

Enterprise Human Resources and Payroll

#7 - *CAN REMINDERS*



CAN numbers are required for all hires.

How can a user change a CAN number if it has been incorrectly entered?

- If a CAN was keyed incorrectly, then it is the Personnelist's responsibility process a 002 correction and correct the CAN.
- Your Agency's Financial Management personnel would need correct the CAN to insure that the funds are allocated appropriately. Follow current policy.

What if the CAN is new and does not exist in EHRP, should the user notify the Help PoC?

- The EHRP team would need to obtain an official file update from Financial Management to load the new value into EHRP.